# Documentation Guidelines

**Overview**

1. You are required to document all your activities during your Industrial Training placements.
2. You are advised to keep a journal (using an empty exercise book) of your daily assigned tasks. This has proven to be helpful in writing a comprehensive formal reports for submission in subsequent sections.
3. The minimum requirement for submission to the faculty supervisor is a Weekly Log which documents your activities for each week during the training.
4. Reports should provide details of all IT related projects, tasks or assignments during the training. This includes but not limited to:

* **System/ Database development**
  + Planning
  + Analysis
  + Design
  + Testing
  + Implementation
  + System maintenance/ support
* **Multimedia/ animation**
  + Graphic Design
  + Anime Development
* **Web/ Portal development**
  + Homepage
  + Application
* **Networking**
  + Planning
  + Design
  + Setting-up/ installation
  + Network maintenance/ support
* **Trainer / instructor for IT related courses**
* **Other technical tasks**
  + Software Installation and troubleshooting for Operating System and off-the-shelf software
  + Hardware assemble, configurations and troubleshooting

1. Additional information such as application of skills towards the tasks, problems encountered and recommendations which would provide better understanding of the experiences during the training can also be logged.

**Weekly Report**

1. The Weekly Log (Appendix 1) must be certified by your Company Supervisor, and contains the following sections:

* Week Number
* Dates
* Description of activities
* Signature of supervisor
* Name of supervisor
* Remarks

1. Any problems on tasks/projects/assignments assigned by the company should be clearly stated in the form. Smartly make use of this as a medium of communication to communicate with your Company Supervisor.
2. The certified original copies of the Weekly Logs are to be kept by the students and included in the Appendix section of the Final Report.
3. The soft copies of the logs (with or without Company Supervisor signature) are to be sent to the MMU Faculty Supervisor every 4 weeks once or every month.

**Final Report**

1. The Final Report documents all the activities throughout the Industrial Training sessions.
2. The report is to be submitted to the MMU Faculty Supervisor at the beginning of the presentation session.
3. Softcopy of the report should be submitted via email to the MMU supervisor **at least 3 days** before the presentation.
4. Please go to Google Classroom to get the Final report template. Below is the recommended outline for the final report.

**Cover Page**

**Abstract**

**Acknowledgement**

**Table of Contents**

**PART 1: THE COMPANY**

1.1 Background of the company

1.2 Organization structure

1.3 Nature of businesses

1.4 Products or Services

**PART 2: COMPANY INFRASTRUCTURE**

2.1 Structure of Department attached to

2.2 Network Infrastructure

2.3 Hardware and Software

**PART 3: TASKS/PROJECTS ASSIGNED** (\*student may add if their task is more than 3)

**3.1 Task/Project 1: [Name of the task/project]**

3.1.1 Description of project

3.1.2 Roles and responsibilities

3.1.3 Screenshot

**3.2. Task/Project 2: [Name of the task/project]**

3.2.1 Description of project

3.2.2 Roles and responsibilities

3.2.3 Screenshot

**3.3. Task/Project 3: [Name of the task/project]**

3.3.1 Description of task

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**PART 4: TRAINING ANALYSIS**

4.1 Strengths and weaknesses

4.2 Knowledge/skills gained

4.3 Suitability of placement

4.4 Networking Skills

4.5 Jobs/Career Opportunities

4.6 Recommendations/ Suggestions

**PART 5: APPENDIX**

5.1 Weekly logs

5.2 Self-evaluation form

5.3 Attendance report

5.4 Source codes

5.5 References

**Appendix 1: Weekly Report**

**Weekly Log**

Week No :

Date :

Trainee Name :

**Description of Task/Assignment:**

Task 1:

Task 2:

Signature :

Supervisor Name :

Company/Supervisor Stamp :

Date :

Remarks : ……………………………………………………………………..

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**Sample Weekly Log**

